



**DEPARTMENT OF THE ARMY**  
**ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT**  
**600 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0600**

DAIM-MD

23 JUN 2004

**MEMORANDUM FOR**

**DIRECTOR, HEADQUARTERS INSTALLATION MANAGEMENT AGENCY, ATTN:**  
**SFIM-PL, 2511 Jefferson Davis Highway, Arlington, VA 22202-3926**  
**CHIEF, US ARMY NATIONAL GUARD, ATTN: NGB-ARI, 111 South George Mason**  
**Drive, Arlington, VA 22204**

**SUBJECT: Real Property Inventory Submission**

1. Reference memorandum, DAIM-MD, 21 May 2004, subject: RPI Submission for 30 June 2004, set the suspense date for 1 July 2004.
2. Suspense for submission is changed to 29 June 2004 due to the holiday weekend. The password for the ftp directory, for the 3<sup>rd</sup> quarter submission, has changed. E-mail will be sent to the AKO e-mail account of the IMA Regional Points Of Contacts containing a link to the new password. Click on the link to the HQDLP.TXT file to obtain the new password. Remember that the password is case sensitive. If you do not receive the notification e-mail, you can obtain the password by logging into the AKO web site and completing the following steps:
  - a. Enter the Knowledge Collaboration Center (KCC) by clicking the KCC tab at the top of the AKO main screen.
  - b. In the left column under Army KCC Home, select the Personal and Teams folder.
  - c. Select the HQEIS Quarterly Data Load folder from within the Personal and Teams folder.
  - d. Select the HQDLP folder from within the HQEIS Quarterly Data Load folder.
  - e. In the right column click on the HQDLP file to open the file and view the new password.
3. POC for this action is Julie L. Jones, (703) 601-2546, Julie.Jones@hqda.army.mil.

**PETER F. PORCELLI**  
**Colonel, GS**  
**Chief, Plans and Operations Division**